

Herne Hill Community Stall Assistant – Job Description

We are looking for a young person to work at the Herne Hill community stall.

You will be responsible for:

- Setting up and packing away the stall, and
- Running children's art/craft activities.

Job context

The community stall is part of Herne Hill Market. The market is every Sunday and our stall is there twice a month.

There aims of the community stall are:

1. Physical point of contact for the Herne Hill community
 - a. Local community groups and charities can book a session at the stall. This provides an opportunity to speak to local people, share information, sign up volunteers etc
 - b. Herne Hill Forum has a presence at the market
 - c. We have posters and flyers about local groups, events etc
2. Free craft activities for children and families
 - a. Free interactive activity for local children
 - b. Entertain children while their adults talk to others at the stall

What we're looking for: Personal characteristics

- Young person age 16+
- Outgoing, friendly, confident
- Likes children and interacting with children
- Creative and enjoys craft activities
- Uses their own initiative
- Reliable
- Likes working outside
- Lives local to Herne Hill market

Specific tasks / roles

1. Set up and pack away the stall

- Get boxes and chairs out of the lock up
- Set up the table cloths, banners, posters, flyers, craft materials etc (market staff set up the gazebo and tables)
- Assist the community group/s with setting up their stuff
- Take photos of the stall and volunteers for use on social media
- Keep things tidy throughout the day
- Pack things away at the end of the day
- Put everything back in the lock up

2. Set up and run the children's craft activity

- Every session – colouring books, stickers, stamps etc
- Rotating activities (one per session) – please think of some activities you would like to run. These need to be:
 - o Suitable for young children (approx. 4-10 years)

- Use craft materials we already have, or simple supplies, and ideally no new plastic materials
- Can be completed in one session (e.g. painting is difficult as it needs time to dry)
- Some ideas:
 - Origami (pick a design to teach)
 - Yarn wrapping sticks
 - Pompoms
 - Christmas, Fathers/Mothers Day card
 - Leaf rubbing
 - Beads – make your own bracelet
- Talk to children, encourage and help them as much as is needed
- Be flexible! If it's really wet or windy, you might have to change your plan. Also some children will do their own thing, this is fine, it's more about getting them involved in a creative activity
- Take photos of the activity for use on social media (ask permission if it includes a child's face)
- Review craft materials and keep storage boxes tidy
- Let Alice know when new things are needed (e.g. glue sticks run out)

Dates / times

Market hours are 10am-4pm. Your working hours are **9.45am to 4.15pm**. You will have a 30 minute lunch break.

The dates for the rest of 2022 are below:

Sunday 25 September
 Sunday 9 October
 Sunday 23 October
 Sunday 6 November
 Sunday 20 November
 Sunday 11 December

The stall runs every two weeks, with a break in August (full month off) and a break in December (likely one date in early December).

Ideally we'd like to have 2 or 3 people to do the job on a rota basis.

Arrangements and pay

You will be working alongside a Herne Hill Forum representative and volunteers from local community group and charities.

Your point of contact for the role, rota, supplies, any issues etc is Alice who can be contacted at admin@hernehillforum.org.uk

The pay is £50 per session (the session is 6 hours + 30 minute lunch break).

To apply, please get in touch with Alice at admin@hernehillforum.org.uk

Let us know why you are interested in the role and why you would be good at it.